



ANTELOPE VALLEY COLLEGE

SAFETY COMMITTEE MEETING	Wednesday, September 23, 2015
Agenda	Meeting Place: HS 194
	Time: 1:30 to 2:30PM

Type of Meeting: Regular
Note Taker: Kim Correa
Please Review/Bring:

Committee Members:

Terry Cleveland	Member - Director of Risk Management & Environmental Health
Kim Correa	Member & Chief Note Taker – Human Resources
Deputy Ray Murgatroyd	Member – Campus Law Enforcement Representative
Steven Pulley	Alternate
Jennifer Corona	Member – ASO Representative
Shawn Smith	Alternate
Debra Dickinson	Member - Academic Senate
Joseph Esdin	Alternate
Jared Simmons	Member – Confidential Management
Michael Maher	Alternate
Steve Lose	Classified Union
Dr. Louis Lucero	Member – Educational Administrator
Michael Hutchison	Member – Faculty Union
Bill Bailey	Alternate

Items	Person	Action
I. Introduction	Terry Cleveland	Welcome – Introductory Remarks by Director of Risk Management
II. Approval of Minutes 4-22-15	All	
III. Old Business		<u>Item to Discuss:</u> Next order of survival food, water and larger propane camp stove.
IV. New Business		<u>Items to Discuss:</u> 1. Recurring Annual Report Form for Committees and Goal Setting for Safety Committee. 2. Reviews of the following by Terry Cleveland. a. Reported work-related accidents since the last Safety Committee Meeting. b. Current year-to-date work-related accident statistics including identification of trends (if any). c. Review of results of scheduled periodic safety inspections. 3. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatroyd.
V. Open Discussion		
VI. Next Meeting Date		November 4, 2015 HS-194



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Minutes	Meeting Place: HS 194
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Type of Meeting: Regular
Note Taker: Kim Correa
Please Review/Bring:

Committee Members:

Terry Cleveland		Member - Director of Risk Management & Environmental Health
Kim Correa		Member & Chief Note Taker – Human Resources
Deputy Ray Murgatroyd	Absent	Member – Campus Law Enforcement Representative
Steven Pulley	Absent	Alternate
Jennifer Corona	Absent	Member – ASO Representative
Shawn Smith	Absent	Alternate
Debra Dickinson		Member - Academic Senate
Joseph Esdin		Alternate
Jared Simmons		Member – Confidential Management
Michael Maher	Absent	Alternate - Attendance not required due to member attended
Steve Lose	Absent	Classified Union
Dr. Louis Lucero		Member – Educational Administrator
Michael Hutchison		Member – Faculty Union
Bill Bailey	Absent	Alternate – Attendance not required due to member attended

Items	Person	Action
I. Check In		
II. Introduction	Terry Cleveland	Welcomed Michael Hutchison to the committee.
III. Approval of Minutes 4-22-15	All	April 22, 2015 Minutes were approved by all.
IV. Old Business		<p><u>Item Discussed:</u> Next Survival supply order. Terry found new food and water supply companies, <i>Legacy Premium Food</i> and <i>Blue Can Pure Water</i>. The next supply order will double our emergency stock and provide enough food and water for 120 people for at least 3 days, or 60 people for 6 days, and have a variety from several vendors.</p> <p><u>Follow Up Items:</u> Place a new supply order in the next month.</p>
V. Additional Agenda Items		<p><u>Item Discussed:</u> Action item from February: Temporary barricades were installed on side walk in front of Performing Arts Theatre at the curb between the ramps due to several injuries in the past with individuals falling off the curb, not seeing the drop off. Director of Auxiliary Services, Dawn McIntosh verified there have been no additional injuries since the installation of these barriers.</p> <p>Question arose whether to leave the barriers up or fabricate something</p>



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		<p>permanent. It was stated that someone tripped on a protruding barricade foot at opening ceremonies but did not fall or get hurt. Terry requested that someone work with Chester McCurry and Dawn McIntosh to provide more esthetic looking permanent barriers.</p> <p><u>Follow Up Items:</u> Jared Simmons, Michael Hutchison and Joseph Esdin agreed to work together to provide options to permanently resolve the curb safety hazard before the next meeting in November.</p>
<p>VI. New Business</p>		<p><u>Items Discussed:</u></p> <p>1. Safety Committee Goals-2014/2015 and Annual Report handouts were distributed to committee members. Question asked whether to keep the existing goals or substitute any of them.</p> <p><u>Action Taken:</u></p> <p>a. All agreed to keep the current goals as stated in the 2014/2015 goals.</p> <p>2. Reviews of the following by Terry Cleveland:</p> <p>a. Reported work-related accidents since the last Safety Committee Meeting.</p> <p>I. Four First Aid incidents. (did not require medical doctor attention.) II. Three requiring medical doctor treatment. III. Two with lost time from work. (Don't come back for at least one full day after DOI (date of incident)). IV. Total of nine incidents.</p> <p>b. Current year-to-date work-related accident statistics including identification of trends (if any).</p> <p>I. Seven First Aid incidents. II. Three requiring medical doctor treatment. III. Three lost time incidents. IV. Total year-to-date is thirteen.</p> <p><u>Action Taken:</u> Terry provided explanations of all incidents above and found that there were no trends to report.</p> <p>c. Review of results of scheduled periodic safety inspections.</p> <p>I. Energized electrical cord plugged in, in hallway of gym, which can present shock and fire hazard. Should be unplugged and properly stowed when not in use.</p>



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- II. FAI Bldg. Tree branches were growing over and rubbing the roof top. Jared stated this had been taken care of and resolved. Otherwise could impede water drainage and server as a ladder or bridge for rodents.
- III. LH117 Light fixture has no protective cover to protect fluorescent tubes from breakage.
- IV. No items of concern were noted in the Palmdale or Foxfield locations.

3. Emergency Drill Program for AVC – Status report by T. Cleveland.

Emergency Drills since Last Meeting:

May 4, 2015 unannounced Emergency Evacuation Daytime Drill of Drill Zones 5 and 7 at 9:45 AM - It took only 13 minutes from the time the alarms were sounded to the time the "All Clear" was given! This was our first drill of Drill Zones 5 & 7 combined so we have no time comparison with a previous year although last year's daytime drill time for Drill Zone 5 alone was 16 minutes and last year's daytime drill time for Drill Zone 7 alone was 13 minutes.

May 4, 2015 unannounced Emergency Evacuation Nighttime Drill of Drill Zones 5 and 7 at 7:30 PM - The unannounced drill this evening (Monday, May 4, 2015) for Drill Zones 5 & 7 was accomplished in the same amount of time as the unannounced drill this morning. From the time the alarms were sounded this evening to the time the ALL CLEAR was given was only 13 minutes. This was our first nighttime drill of Drill Zones 5 & 7 combined so we have no time comparison with a previous year although last year's nighttime drill time for Drill Zone 5 alone was 11 minutes 38 seconds and last year's nighttime drill time for Drill Zone 7 alone was 10 minutes. Those Drill Zones are now combined which creates a larger area.

Our M&O personnel encountered the following numbers of mobility-challenged individuals on the 2nd floor of the HS Building during the daytime drill - 0.

Our M&O personnel encountered the following numbers of mobility-challenged individuals on the 2nd floor of the HS Building during the nighttime drill - 1 individual using a cane.

Based on the numbers gathered during the drill times this morning and this evening and the fact that those drill times were representative high-occupancy times for the HS Building as identified by the Academic Affairs/Catalog & Scheduling Office, then we have good reason to believe that we have a sufficient number of Evac-chairs in place in the HS Building.



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		<p>May 12, 2015 Fox Field Site Combination Active Shooter/Emergency Evacuation Drills beginning at 10:00 AM and 5:00 PM - No anomalies were observed during either drill session. Nothing drew the attention of outside observers to the hiding places of those sheltered-in-place during the Active Shooter component of the drills. The Emergency Evacuation component of the 10:00 AM combination drill took 1 minute 30 seconds from the beginning of the evacuation to the time roll-call was completed in the Evacuation Assembly Area. The Emergency Evacuation component of the 5:00 PM combination drill took 1 minute 17 seconds from the beginning of the evacuation to the time roll-call was completed in the Evacuation Assembly Area.</p> <p>September 14, 2015 unannounced Emergency Evacuation Daytime Drill of Child Development Center at 9:30 AM - It took only 11 minutes and 21 seconds from the time the alarms were sounded to the time the "All Clear" was given! The children were escorted by CDC personnel all the way to their evacuation assembly area at the outer periphery of Parking Lot 14 without incident.</p> <p>September 16, 2015 unannounced Emergency Evacuation Daytime Drill of Drill Zones 6 and 8 at 11:15 AM - It took only 14 minutes from the time the alarms were sounded to the time the "All Clear" was given during our daytime emergency evacuation drill on Wednesday, September 16, 2015! This was our first drill of Drill Zones 6 & 8 combined during the daytime as we had not yet combined these drill zones at this time last year. All occupants of Drill Zones 6 & 8 (except the Child Development Center that we drilled on Monday, 9-14-2015 and CSUB - AV) were safely and efficiently evacuated, simulations of shutting off the utilities and then restoring them were performed by Maintenance & Operations personnel which are part of the procedures if a true emergency occurs which requires evacuation, and the alarms were silenced within this 14-minute period.</p> <p>No mobility-challenged individuals were observed on the 2nd floor of the APL Building during this daytime drill so it is presumed that there are a sufficient number of EVAC-Chairs positioned in the building.</p> <p>September 16, 2015 unannounced Emergency Evacuation Daytime Drill of Drill Zones 6 and 8 at 7:20 PM - It took only 8 minutes and 39 seconds from the time the alarms were sounded to the time the "All Clear" was given during our nighttime emergency evacuation drill on Wednesday, September 16, 2015! This was our second drill of Drill Zones 6 & 8 combined during the nighttime because we included Drill Zone 8 with Drill Zone 6 exactly one year ago (on September 16, 2014) to make up for the November 2013 nighttime drill of Drill Zone 8 that was postponed due to torrential rain that night. The previous drill time for the combined Drill Zones at night was 23 minutes. This 23-minute time included a 7-minute delay due to an alarm re-setting problem or the actual time would have been 16 minutes (almost twice as long as it took last week).</p>
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		<p>All occupants of Drill Zones 6 & 8 (including an adult class being conducted in the Child Development Center but excluding CSUB - AV) were safely and efficiently evacuated, simulations of shutting off the utilities and then restoring them were performed by Maintenance & Operations personnel which are part of the procedures if a true emergency occurs which requires evacuation, and the alarms were silenced within this 8-minute 39-second period. Every second of every minute will count if an evacuation is necessitated by a real-life event.</p> <p>No mobility-challenged individuals were observed on the 2nd floor of the APL Building during this nighttime drill so it is presumed that there are a sufficient number of EVAC-Chairs positioned in the building.</p>
VII. Open Discussion		<p><u>Items Discussed:</u> Any new items to table? None were presented.</p>
VIII. Future Meeting IX. Dates		<p>November 4th Rm HS-194 February 17th Rm HS-194 April 20th Rm HS-194</p>
X. Next Meeting Date		<p>November 4th, 2015 Room HS-194</p>
XI. Check out		<p>Adjourned at 2:10pm.</p>